

# Project Assistant

## PURPOSE OF THE POSITION

As the Project Assistant, you are responsible for assisting the Project Coordinator (PC) during the project implementation process, including logistics and administrative work arrangement, and support to all implementing partners, ensuring the progress and effectiveness of the assigned projects, contributing to the reputation of the ChildFund in Vietnam's work as a thought leader in its specialist areas of focus: child rights and child protection, education, health and well-being for children.

### KEY DUTIES

- Help the PC in:
  - ✓ Assisting partners to monitor the implementation of project activities and to complete the financial settlements, in accordance with the mutually agreed monthly and quarterly plans.
  - ✓ Processing project related service requests, including but not limited to consultant recruitment and event organisation, and all relating procedures and necessary documents.
  - ✓ Handling other administrative, communications and coordination works required for projects and office operation in the area, when necessary.
- Under the PC's supervision, be actively responsible for:
  - ✓ Providing monthly progress and results reports on assigned tasks.
  - ✓ Reviewing project reports, monthly financial reports of partners, or whenever necessary.
  - ✓ Preparing documents for payment and acquittal related to assigned projects/area and registering in sage as required.
- Organisational Development
  - ✓ Actively contributes to the development and promotion of ChildFund's values, culture and learning approach.
  - ✓ Contributes to the effective environment of team working of the office as well as of whole organisation.

*Remain alert and responsive to any child safeguarding or sexual exploitation, abuse or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself consistent with those policies.*

### ESSENTIAL QUALIFICATIONS & EXPERIENCE

- University qualification in social work, community development or in relevant field.
- Ability to work independently and team work;
- Willing to go to the field to support the community;

### DESIRABLE QUALIFICATIONS & EXPERIENCE

- Experience in counselling and working with children;
- Experience working with international companies or organisations;
- Experiences in working with people with disabilities and its organisation;

### SKILLS

Good communication skills;  
 Basic understanding of information systems and offices;  
 Having effective organisational and time management skills, can manage many priority jobs;  
 Using computer proficient and experienced to store and secure information on computers;  
 Ability to communicate English at work.

### CHILDFUND AUSTRALIA'S VALUES

Commitment to ChildFund Australia's values –  
 Respect, Integrity, Collaboration, Change,  
 Empowerment & Excellence

**Department:** Program

**Location:** Bac Kan Area Development Office, ChildFund Vietnam

**Employment:** full-time, Initial 01-year employment agreement, with option to extend upon mutual agreement.

**Reports to:** Project Coordinator

**Other Information:** must have criminal background check before joining the organisation

**Please apply at:** <https://childfund.org.vn/work-with-us/>





## ORGANISATIONAL CONTEXT

ChildFund Vietnam is the representative office of ChildFund Australia – an independent international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 child-focused development and humanitarian organisations reaching nearly 32 million children and their family members in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

ChildFund began working in Vietnam in 1995 and works in partnership to create community and systems change which enables children and young people in vulnerable situations to assert and realise their rights.

Projects are mainly implemented in the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where the most people are from ethnic minority groups; often the most vulnerable or marginalised sections of the population. ChildFund Vietnam also implements nationwide projects that support to both formal and informal systems at national and provincial levels.

ChildFund Vietnam’s projects focus on child rights and child protection, education, health and wellbeing for children. ChildFund Vietnam prioritises building the resilience of young people, by giving them the opportunity to take part in sports, life skills learning, and supporting their participation in local decision-making processes.

## HOW WE VALUE YOUR CONTRIBUTION

### Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

### Leave

You will have access to 15 days of paid annual leave in the first year of service. From the second year onwards, leave entitlement is 20 days plus one additional day for every 5 years of service. You are also entitled to personal/carer’s leave, paid parental leave, school leave, child sick leave, study leave and bereavement leave.

### Flexible Working Arrangement

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversations between yourself and your manager about maintaining work-life balance.

### Health Care Insurance program

We provide 24-hour coverage for Comprehensive Health Care insurance for all ChildFund Vietnam staff, including In-patient (Hospital & Surgical Insurance), Personal Accident Insurance and Outpatient Treatment Insurance. This program is also extended to family members depending on staff’s tenure with the organisation.

### Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

### Internal Social Welfare

ChildFund aims at creating a working environment and organisational culture where staff feels valued and cared for. We offer a comprehensive program of internal welfare activities, including monthly birthday celebrations, gifts for weddings and new born babies and quarterly team building activities (“Good Friday”).

**OUR VISION:** A world without poverty where all children and young people can say: “I am safe. I am educated. I contribute. I have a future.”

**OUR MISSION:** We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

At ChildFund Vietnam  
you will be  
contributing to every  
child being able to  
play, learn, and grow.